

DRAWBACK SPECIALIST

CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:	Salary Range \$44,617.00 to \$57,997.00 / Per Year	Who May Apply U.S.CITIZENS
 Newark, NJ	Series & Grade GS-1894-07/07	Control Number 417784300
Work Schedule is Full Time - Permanent	Promotion Potential 12	Job Announcement Number MHCDE-1523949-MLM
Opened Wednesday 10/7/2015 (405 day(s) ago)	Supervisory Status No	
 Closed Friday 10/9/2015 (403 day(s) ago)		

Job Summary

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov/>.

This position will allow you to use your expertise in administration to provide advisory and technical services to higher DHS officials and drawback claimants within the scope of admissibility, entry, import and manufacturing of merchandise and revenue collection. This position starts at a salary of \$44,617 (GS-07 Step 1) with promotion potential to GS-12. Apply for this exciting opportunity to strengthen the Department's ability to perform homeland security functions by overseeing the delivery of services to internal and external customers by front-line employees in an effort to develop and plan process improvements.

Who May Apply:

- Open to all U.S. Citizens.
- Status candidates may also apply to VIN MHCMP-1523965-MLM
- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, New York Field Office, Port of Newark/NY, NJ.

One or more selections may be made using this job opportunity announcement.

The open period for this job opportunity announcement may be extended to allow for a sufficient applicant pool.

Duties

In this position, you will strengthen the Department's ability to perform homeland security functions by becoming a valuable member of a team of commercial, inspection, entry, liquidation, and Customs Officer employees. Typical duty assignments include:

- Acting as the primary point of contact with drawback claimants; e.g. exporters, importers and manufacturers, concerning the refunding of previously collected duties or taxes imposed on imported merchandise, due to subsequent export or destruction
- Review and make decisions on drawback claims; including performing on-site reviews and analysis of company records to ensure compliance with established directives
- Documenting and reporting the results conducted and actions taken
- Conducting public outreach programs and providing guidance to claimants in determining their eligibility
- Assist CBP officers in validating a drawback claimant for participation in the automated commercial system (ACS) modules, focused assessments, etc.
- Perform drawback claimant visits at company premises and conducts meetings with the trade community when drawback issues arise

Travel Required

- Occasional Travel
- You may be required to travel occasionally.

Relocation Authorized

- No

Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- Primary U.S. residency for the last three years (see "Other Information")
- You may be required to pass initial and random drug testing

Qualifications

GS-7: You qualify at the GS-7 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include experience in analyzing customs documents; applying customs laws, regulations, and procedures; interpreting customs requirements; or similar experience involving determinations of rates of duty, classification of merchandise, entry requirements, manufacturing & inventory records, export documentation, and accounting records.

Education Substitution

GS-7: You may substitute superior academic achievement for the experience required at the GS-7 level. You must have completed the requirements for a bachelor's degree from an accredited college or university with a grade point average of 3.0 or higher on a 4.0 scale, class standing in the upper third of a graduating class or major subdivision, or membership in a national scholastic honor society.

OR

GS-7: You may substitute the successful completion of one year of fulltime graduate education for the experience required at the GS-7 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours.

Combining Experience and Education: To combine your education and experience, you must convert each to a percentage, and then add the percentages. The combined total of your percentage of education and experience must equal at least 100% in order to qualify. If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To calculate your percentage of graduate education, divide the number of graduate semester hours in excess of the amount required for the next lower grade level, by 18. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by the required number of months of experience. Add your percentages of education and experience. The two percentages must total at least 100.

You must meet all qualification requirements, subject to verification at any stage of the application process by Friday, October 09, 2015

Training: You may be required to attend one to two weeks of paid training at the Federal Law Enforcement Training Center in Glynco, GA.

Motor Vehicle Operation: You must possess a current valid State driver's license at the time of appointment.

Security Clearance

Public Trust - Background Investigation

What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of those steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, go to www.dhs.gov/careers and select "Benefits".

Relocation expenses **will not** be paid. To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

Other Information

Residency: If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:

1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a federal or military capacity; or
3. Been a dependant of a United States federal or military employee serving overseas.

Exceptions may be granted if you provide complete state-side coverage information regarding participation in "Study Abroad" programs, overseas church missions, or state-side addresses of anyone who worked or studied with you overseas. You must provide information and related documentation at the time of application.

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Probationary Period: All employees new to the federal government must serve a one year probationary period during the first year of his/her initial permanent federal appointment to determine fitness for continued employment. Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify to validate all newly hired applicants' ability to work legally in the United States. To learn more about E-Verify, please follow this link: <http://www.uscis.gov/e-verify>.

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1523949 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 Eastern Standard Time on Friday, October 09, 2015**

How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, we will use an online self-assessment questionnaire to place you in one of three categories based on your experience, education and training.

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. **Best Qualified:** Applicants possessing a background that demonstrates a superior level of all evaluation criteria.
2. **Well-Qualified:** Applicants possessing a background that demonstrates a satisfactory level of the evaluation criteria.
3. **Qualified:** Applicants possessing the basic qualifications, with general knowledge, skills, and abilities.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#)

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge of Customs laws, regulations, policies and procedures related to drawback claimants and the refunding of collected taxes or duties collected.
- Ability to apply federal rules, regulations and procedures to specific situations or problems, and to make determinations on compliance.
- Knowledge of automated systems in order to input data, resolve problems, and obtain information used to make drawback-related decisions.

Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)

Eligibles: If you have never worked for the Federal government, you are not CTAP/ICTAP eligible. Information about ICTAP or CTAP eligibility can be found

at: [http://www.opm.gov/Reduction In Force/employee_resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a). To be considered well qualified under CTAP/ICTAP, you must be placed in the Well-Qualified category for this position, as described above. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

Veterans: Veterans with 5 point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. Veterans who have a compensable service-connected disability of at least 10% are listed in the best qualified category, except when the position being filled is scientific or professional at the GS-09 grade level or higher. This position */is or is not/*considered scientific/professional. For information on veterans' preference, please see: <http://www.fedshirevets.gov/index.aspx>

Your resume: A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/YY). Your resume should also contain your full name, address, phone number, email address, and your work schedule and salary.

Your responses to the job questionnaire [View Occupational Questionnaire](#)

Are you qualifying based on education? Submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours completed. Education must be from an institution accredited by an agency recognized by the U.S. Department of Education. Education obtained from a foreign university or college is not creditable unless it has been evaluated by an organization that specializes in interpretation of education credentials. For a listing of accrediting agencies, please see <http://www.naces.org/members.htm>.

Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)? You must submit a separation notice; SF-50B; a current (or a last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Are you a veteran? To apply veteran's preference you must submit the following proof of eligibility:

Five Point Preference: DD 214 (Member Copy 4)

Ten Point Preference: DD 214 (Member Copy 4) and supporting documentation as listed on the Standard Form 15 (application for 10-Point Veteran's Preference). Click this link for a copy of the SF-15:

http://www.opm.gov/forms/pdf_fill/SF15.pdf. Veterans with a service-connected disability must also submit a VA Disability Award letter dated 1991 or later

If you are currently serving on active duty, you must submit a written statement from the armed forces certifying that you are expected to be discharged or released from active duty service under honorable conditions. If you apply with a written statement at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military.

For more information about veteran's preference, please click this link:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>. Please upload veterans documents under miscellaneous documents.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.




Customs & Border Protection
U.S. Department of Homeland Security CBP.gov

Department Of Homeland Security

Customs and Border Protection

Contact

CBP HIRING OFO STAFFING

Phone: (952)857-2932 

Email: CBPHIRING-OFOSTAFFING@CBP.DHS.GOV

Address

Customs and Border Protection

5600 American Blvd

Suite 700

Bloomington

MN

USA